

**State of Connecticut
The Department of Social Services
Anticipated Job Opportunity**

Nurse Consultant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!!!!

Posting Date: December 6, 2011

Closing Date: December 13, 2011

The Department of Social Services is presently accepting applications for two (2) full-time Nurse Consultant positions within the Division of Medical Care Administration, Medical & Clinical Review Team located in our Hartford Central Office.

Open To: The Public and State Employees

Location: 25 Sigourney Street, Hartford, CT 06106

Job Position No: Nurse Consultant
Position Numbers 100114 and 100115

Hours: 40 Hours Per Week

Bargaining Unit: New England Health Care (P-1)

Salary Range: \$77,241.00 - \$103, 636.00 Annually (FP-28)

EXAMPLES OF DUTIES: Responsibilities of this position will entail clinical oversight of the new Administrative Services Organization (ASO) to ensure that the ASO improves access to care, the quality of the care and the cost effectiveness of the care received by our client population. This will include developing and reviewing (ASO) policies and protocols, developing standard measures for, and ongoing monitoring of, the ASO's performance in the goals mentioned above, and adapting the ASO's goals and objectives to best address the evolving needs of our clients and of the state over time.

Additionally, the Medical and Clinical Review team will remain responsible for its current duties, which include:

- Reviews of applications for assistance from the Temporary Assistance for Needy Families (TANF) program;
- Reviews for medical necessity of claims for emergency medical care for non-citizens;
- Reviews for medical necessity of claims for out of state care;
- Reviews of the appropriateness of transfers of assets;
- Reviews and authorizations of requests for admission to out of state skilled nursing facilities and chronic disease hospitals;
- Consultation to other DSS regarding development, implementation, and interpretation of programs, policies and regulations;
- Liaison to other sections, divisions, health care providers and the public.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of standards of care and service delivery in community based nursing agencies, licensed home health agencies, health care facilities and institutions.

EXPERIENCE AND TRAINING:

General Experience: Four (4) years of experience as a professional nurse in a position involving supervision, consultation, education or administration.

Special Experience: Two (2) years of the General Experience must have been in a public health nursing program, home health care agency, community health care setting or in a hospital.

Substitutions Allowed:

1. A Bachelor's Degree in nursing may be substituted for one (1) year of the General Experience.
2. A Master's Degree in health services administration, nursing or public health may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a current license as a registered professional nurse in Connecticut.
2. Incumbents in this class may be required to travel.

Note: These positions will be filled by the mandatory Re-employment, Sebac and Transfer Lists, which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATIONFORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed original State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Maria Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, Connecticut 06106-0533

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED ON OR BEFORE TUESDAY, December 13, 2011, CLOSE OF BUSINESS

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER